

# Required Skills for Re-employed Annuitant (REA/WAE) Candidates by Bureau

*Last Updated 11/06/2017*

Bureau	Required Skills
African Affairs (AF)	<p>Languages: French, Portuguese or English</p> <p>Office Management Specialist (OMS): Current on all “e” programs</p> <p>Management Officer (MO): Current on all system upgrades</p> <p>Budget Analyst: OMB processes, budget and financial operations, tracking obligations and verifying expenditure of funds</p> <p>Telecommunications Specialist: Evaluating and/or improving communications systems, telecommunications products, services, IT hardware and software functions applications</p>
Administration/Global Information Services/ Information Programs and Services (A/GIS/IPS)	<p style="text-align: center;"><b>***Required Skills and application Process***</b></p> <p>Information Programs and Services (A/GIS/IPS) REA/WAE Program requirements and pre-requisites:</p> <ol style="list-style-type: none"> <li>1. The applicant must first notify this office directly, via e-mail, of his/her interest in the IPS REA/WAE program. They will then be provided, via return e-mail, an application and informational package.</li> <li>2. Acceptance in the IPS REA/WAE program requires retirement at the FO-1 grade or above and completion of the application package which will consist of the following:               <ol style="list-style-type: none"> <li>A. Two or more endorsements from Department bureaus, geographical and/or functional, for which A/GIS/IPS performs a centralized document review function. These endorsements express a bureau’s approval to have an applicant make classification, declassification and document release decisions on its behalf. The endorsement must be prepared in the format provided and acknowledged/endorsed or signed at the Deputy Assistant Secretary or Executive Director level.</li> <li>B. Completion of a supporting background document describing details of the applicant’s Foreign Service career.</li> <li>C. Submit a short resume (not to exceed 2 pages) describing the applicant’s work experience for the past three years.</li> <li>D. Provide a copy of Standard Form 50 obtained at the time of retirement or shortly thereafter.</li> </ol> </li> </ol> <p>A panel, consisting of senior REA/WAE Reviewers, division chiefs and/or branch chiefs, is periodically (approximately once a quarter) convened to review applicant packages. They determine the current need based on qualifications, skills and experience. Acceptance and</p>

	<p>entrance on the IPS rolls means re-assignment to a position not previously held. For this reason, REA/WAEs will be subject to policies and procedures of the A Bureau HR Office and Diplomatic Security. Applicants accepted for appointment and entered onto the IPS rolls should understand that A/GIS/IPS can offer no assurances of immediate employment after appointment. Applicants should also be aware that IPS consists of several facilities in the D.C., Virginia and Maryland area. IPS REA/WAE personnel may be assigned to facilities other than State Annex (SA-2). Budget restraints, program priorities and mission requirements are all determining factors in locating and scheduling of REA/WAE personnel.</p>
<p>Administration/Logistics Management - A/LM (Transportation &amp; Travel Management Division)</p>	<p>Department Inspectors represent the Transportation and Travel Management Division assisting Foreign Service Officers during their official relocations. An Inspector conducts inspections at residences during export pack-outs, and import and storage deliveries to ensure that contracted crews are complying with contractual requirements.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> <li>• Ability to learn and retain comprehensive knowledge of the Transportation and Travel Management Division’s export, import and storage contracts;</li> <li>• Complete understanding of employee entitlements contained in 14 Foreign Affairs Manual 600 Series;</li> <li>• Personal vehicle for transportation and a geographical knowledge of the area within a 50-mile radius of Washington D.C.;</li> <li>• Ability to communicate effectively both orally and in writing; and</li> <li>• Ability to mediate between Foreign Service Officers and packing company employees in rare occasions where a disagreement occurs.</li> </ul>
<p>Comptroller and Global Financial Services (CGFS)</p>	<p>Financial Management Specialists:</p> <ul style="list-style-type: none"> <li>• Expert level knowledge of the broad field of Financial Management Knowledge of DOS and Treasury's financial management systems, procedures, operations and activities</li> <li>• Expert knowledge of legal, regulatory and policy requirements pertinent to DOS as it affects accounting and financial management operations</li> <li>• Knowledge of manuals and regulations including but not limited to Foreign Affairs manuals and handbooks (relating to financial management) Federal Accounting Symbols and titles, Treasury Financial Manual, Serviced Post User Manual, Operations Manual and ICASS handbook</li> <li>• Analytical skills in identifying and resolving numerous types of financial management issues and problems in order to identify the root problems and effect appropriate resolutions</li> <li>• Experience and judgment to interpret the intent of guides in order to develop specific guidelines, in order to provide policy guidance and direction.</li> </ul>

<p>Consular Affairs (CA)</p>	<p>Consular Affairs REA/WAE staff help fill staffing gaps and workload surges in consular sections around the world and in a variety of domestic offices, including Washington headquarters and domestic passport agencies. REA/WAE work varies by post or domestic office. Assignments may include a visa officer or consular section chief, while others might involve acting as a post's sole consular officer or a FOIA officer in Washington, D.C. REA/WAEs handle all aspects of consular work and use consular computer systems. Training can be provided to ensure systems familiarity. For overseas temporary duty (TDY) assignments, REA/WAEs require a MED clearance and availability during the summer months.</p> <p>Most REAs are consular-coned retirees by virtue of the need for recent consular experience. Minimum qualifications and training required for overseas work:</p> <ul style="list-style-type: none"> <li>• Experience serving as a consular manager and/or adjudicator overseas AND</li> <li>• PC530 Basic Consular Course or PC546 Consular Fundamentals for Mid-Level Officers within the last 5 years OR</li> <li>• Held a consular commission position overseas within the last 5 years.</li> </ul>
<p>Conflict and Stabilization Operations (CSO)</p>	<p>CSO's mission is to support our embassies in countries or regions in which conflict prevention and crisis response are needed. These efforts require the U.S. government to mobilize civilians with diverse expertise, skills and cultural backgrounds to support our efforts in these difficult markets and regions. CSO is seeking leaders and experienced subject matter experts from retired Foreign Service Officers that have a wealth of experience to assist CSO fulfill its critical mission requirements. Specifically, CSO is seeking retired foreign Service officers who have experience in key sectors such as security sector reform (SSR), disarmament, demobilization and reintegration (DDR), mediation, reconciliation, and gender, youth and religious base civil society engagement. Working with embassies, managing complex crises, and engaging national and international partners is also necessary.</p>
<p>Democracy, Human Rights and Labor (DRL) (Human Rights Report (HRR) and International Religious Freedom (IRF) Report)</p>	<p>Ability to draft and edit documents quickly and efficiently</p> <p>Ability to promote and defend bureau equities while negotiating content and clearances with overseas posts and domestic offices</p> <p>Ability to work as contributing team members with a diverse bureau work force</p> <p>Have familiarity with Microsoft Word software; desirable to have familiarity with Microsoft PowerPoint and Excel</p> <p>Have ability to manage multiple drafts simultaneously during editing process and securing clearances</p> <p>Ability to mobilize a team of diverse bureau editors, ensuring that deadlines are met in producing a high quality product; provide advice and mentoring as needed</p> <p>Ability to work effectively in a high pressure, deadline-driven environment, maintaining and fostering effective professional relationships</p>

<p>European and Eurasian Affairs – International Organization Affairs (EUR-IO)</p>	<p>Languages (not required but helpful): Russian, French, Spanish  HR Officer: Current in GEMS and ePerformance  Office Management Specialist: Microsoft Office Suite and E2 Solutions  Financial Management Officer: Current accounting skills  General Services Officer (GSO): Contracting warrant authority, Ariba  Information Management Officer: Current with Microsoft Windows 7, Microsoft Windows 2003/2008, and a good overall understanding of COMSEC and networks</p>
<p>Information Resource Management (IRM)</p>	<p>Knowledge in IT Security  Knowledge in Network topology and experience in cryptographic use  Knowledge and experience in “SMART”  Knowledge and experience in classified and unclassified pouch procedures  Computer hardware use and installation  Switches, Routers and firewall installation and configuration.  Fiber optic installation  Department of State classified and unclassified communication procedures  Latest OS tools in use at the Exchange 2010  Virtualization  Windows 7; Office 2010 ; WPAS  Some knowledge in telephone installation and configuration  Some knowledge of classified and unclassified telephone installation  Some knowledge of Radios; base stations, UHF, VHF  Proficiency w/current applications such as Ariba, ILMS DPM, eServices,  All potential candidates must have prior IRM experience within the last 2 years</p>
<p>International Narcotics and Law Enforcement Affairs (INL)</p>	<p>Program management experience, particularly in law-enforcement training programs (e.g. as policing advisor, or managing police training programs and technical support)  Supervisory General Services Officer (GSO) experience  Financial Management Specialists (from time to time)  Previous INL experience extremely helpful  Languages: Spanish, French, Arabic, Russian</p>
<p>Office of Medical Services (MED)</p>	<p>Regional Medical Officers (RMOs)  Regional Medical Officer/Psychiatry (RMOPs)  Medical Providers (MPs)  Regional Medical Laboratory Scientists (RMLS)  All potential candidates must have prior overseas work experience as Medical Specialists with the Department’s Bureau of Medical Services.</p>

Near Eastern Affairs / South and Central Asian Affairs (NEA/SCA)	HR Officer: Current in GEMS and ePerformance Office Management Specialist: Microsoft Office Suite and E2 Solutions Financial Management Officer: Current accounting skills
Western Hemisphere Affairs (WHA)	Languages: Spanish, Portuguese, English FAO/POL/ECON: Experienced in all managerial fields: personnel, general services, budget and program management (Foreign Affairs/ Politics/Economics) MGMT/GSO/FMO: Directs financial operations in overseas and domestic locations Knowledge in regulations and procedural guidance in personnel and general services